

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.state.mo.us/acct/>

**James A. Carder**  
Director  
Division of Accounting

## **M E M O R A N D U M**

**TO:** Agency Payroll and Personnel Officers  
**FROM:** Division of Accounting  
**DATE:** October 18, 2002  
**RE:** November 29, 2002 Payroll

Our SAM II HR processing schedule for November calls for the last payroll of that month to be dated November 29, 2002, which is the day state offices will be closed. Since the 29<sup>th</sup> is a banking day, those receiving payroll direct deposit will not be affected. However, those still receiving paper checks will require additional agency attention for distribution.

We surveyed the state agencies concerning the relative workload and paper check distribution issues of the November 29 or November 27 check date. The responses favored keeping the payroll date of the 29<sup>th</sup> and dealing with the distribution of the paper checks, rather than dealing with the compressed payroll processing calendar for checks dated the 27<sup>th</sup>.

Paper checks and direct deposit advice statements will be available after noon on Tuesday, November 26 for distribution to the agencies. However, the paper checks must not be released to the employees until **after** 3:00 p.m. on Wednesday, November 27, 2002. The State Treasurer's Office is very concerned that checks dated November 29 will be presented to the bank prior to the check date. It is each agency's responsibility to control the release of the paper payroll checks.

Each agency should determine how to distribute their paper checks to employees. One of your options might be to enroll additional employees in payroll direct deposit. If so, the enrollment should be submitted as soon as possible to allow for the prenote on the November 15, 2002 pay date and direct deposit on November 29, 2002.

If you have any questions, please contact Jack Dothage at (573) 751-3289 or by email at [dothaj@mail.oa.state.mo.us](mailto:dothaj@mail.oa.state.mo.us).

JD:tv/oper/jdpayrollannouncementmemo